2016 Summer Conference Chaperone Registration Instructions

1. Go to: https://apps.ideal-logic.com/osu4h  You will see this screen. First time users will go to the right side under New Account and click on “Start Registration”. Record your login information for the future, because once you have an account, you can log in on the left side with your email address and password and much of the information you have to enter now will already be there. If you already have an account and can go to the left side and log in, you can skip to step six. NOTE: The first thing after you log in you will be asked to provide a new password; this is done every year as a security measure.

2. This screen is where you set up your Ideal-Logic account login information. Fill in your first and last name and email address, click on “continue”.
3. You will now be on the password screen. This is NOT the password you get from your county. This is an account login password that you come up with. Type in the same password twice and click on Continue. (Don’t forget to record the email and password that you use)

4. This takes you to the Terms of Service page. After you have reviewed Ideal-Logic’s Terms of Service, check the box next to “I agree…” then click continue.

You will then be taken to the Security question page. Select (by clicking on the arrows for the drop box) and answer the two security questions, and click continue.
You now have an account in the Ideal-Logic system and you will not have to endure all those screens next time you register for any events using this program (provided you use the same email address and password you just used to set this up).

As stated earlier, each year you are required to change your password for security reasons. If you already have an account and are logging in for the first time this year you may see a screen asking you to provide a new password.

It’s now time to register for Summer Conference.

5. Click on “Start a new Registration”
6. Click “Add to Registration” in the Summer Conference – Chaperone Registration box.

7. You will now see the screen change with your selection highlighted and more tabs appear on the left of the window. Click on the “Bus Routes” tab.
8. Here is where you sign up for the bus. This is optional, but if you plan to ride a bus to Summer Conference you MUST sign up here. If you are not taking a bus, just skip to the next tab. Otherwise select the route that you plan to take.
9. When you select your route, the window will expand to show you all the stops the bus will make. Select the stop where you will get on the bus. Information on that bus will appear. Notice, in the column on the right that the total price will increase by the cost of the bus route/stop that you select.
10. Now we move on to the place that you will use the Password you received from your county office. Enter the password and click “check password”. The password is case sensitive. If you don’t have the password word, you can click the “save for later” button at the bottom of the page. Next time you log on using the same email (username) and password, you will be able to pick up where you left off. Otherwise go to the “Participant” tab.

11. Enter your tee-shirt size, sex and contact information. Be sure to fill in all the blanks and check boxes. Required fields are starred.
12. The rest of the tabs are fairly self-explanatory. Be sure to fill in all the blanks and check boxes. NOTE: above and below the tabs are arrows that allow you to scroll up and down through the tabs.
   a. **Medical** – Moderately detailed medical info questions
   b. **Questions** – Vegetarian, Special needs, Class Preference, and Activity Preference
   c. **Consent** - Code of conduct and Media Release forms. Initialing in the box gives legal consent
   d. **Demographics** – Optional race and ethnicity questions
   e. **Review** – You get to look at everything you’ve selected to verify that you got it right. At this point, the program will let you know if you missed filling out any fields. You will not be able to submit your registration until all required fields are filled in.
   f. **Payment** – This window will show you the total amount owed for Summer Conference. It includes the cost of the conference and the cost of the bus route you selected. It does not include any scholarships or other payments that may have been made at your county office. Here there is only one option to check. “Pay at your County office”. Because each county awards various scholarships and discounts differently, the county offices will be collecting the payments. Most counties pay for their chaperones!

13. You are not registered until you **click on the green “Submit Registration”** button at the bottom of the page. You will receive a confirmation via email.